

GENERAL INFORMATION
for new Graduate Students
Department of Germanic, Slavic and Semitic Studies

Hello and welcome to the program!

Our office staff is ready to help you get started with your graduate studies and to make you feel at home within the program.

Department Office Hours

The departmental office, located at 6206 Phelps Hall, is open weekdays from 8 a.m. to 12 p.m. and 1p.m. to 5p.m. Our mailing address is:

Dept. of Germanic, Slavic and Semitic Studies
University of California
Santa Barbara, CA 93106-4131
Phone: (805) 893-2131
FAX: (805) 893-2374

The Mailroom

The faculty, staff and graduate student mailroom is located in Phelps Hall room 6211. Campus Mail Services picks up and delivers mail at approximately 1:00 p.m. every weekday. We have mailbins for campus, domestic and international mail, which are to be used for official departmental use only. Please check with the office staff if you are unsure of whether or not your mail can be placed in the bins. For personal mail, the university has a post office located at the bottom level of the UCen, (805) 893-8253.

Registration (*See Registration materials emailed to you and Schedule of Classes, inside cover*)

New students register by internet (GOLD) usually between September 1 and the first day of classes. The registration process should be easy to complete. The main thing to remember is to have your schedule written out before you log on (it's a good idea to consult with Dorothy Chun, the Faculty Graduate Advisor, as soon as possible about your schedule). You will be asked for your seven-digit PERM number, which you will find in your admission letter (available online), and a PIN number, which will be mailed to you along with your registration materials. Teaching Assistants are required to enroll in German 500 in addition to their seminars. Be sure to consult the German Graduate Course Descriptions found online at <http://www.gss.ucsb.edu/>

Meet with Dorothy Chun

Be sure to make an appointment with Dorothy Chun, the Faculty Graduate Advisor, as soon as you can. She will discuss and approve your schedule. For procedural questions and course descriptions, check with the Graduate Program Assistant.

Access Card (Registration Card, ID Card) (*Schedule of Classes, Page 15*)

Can be used for library card, reg card, debit card, free MTD bus pass and more. It's good for as long as you are a student -- just add the current quarter's sticker.

1. ACCESS cards can be obtained at the ACCESS Photo Center located in the UCen, main level above the Hub, Monday through Friday from 10:00 am to 4:00 pm, phone: 805-893-2464. Summer hours vary. Please bring proof of registration (perm number and unofficial printout of fall schedule), a photo ID, and \$15 for the one-time processing charge. You can also put money on the card at that point and use it for a debit card around campus.

It's good to do the whole Access routine before the quarter starts and millions of freshmen are trying to get their Access cards!

2. Once you register, ask the Registrar's office to send you a Fall sticker to your local address (they are quick about it). Put the fall sticker on the card and use it for your bus pass, for the library and for the recreation center.

Parking Permits (*Schedule of Classes, Page 24*)

You can purchase a "C" (student) parking permit for the quarter or the year online from Parking Services (<http://www.tps.ucsb.edu/>). You will be asked to verify your local residential address (*because if you live within a 2-mile radius of campus, you are not eligible for a parking permit*). Parking fees for the quarter for a car are subject to change, but are approximately \$315 for the year. If you are employed as a TA, you may be able to purchase an "S-1" parking permit, allowing you to park in certain S-1 designated lots on campus.

Residency

Eligible non-California residents should, immediately upon arrival, take all of the necessary steps to establish California residency. This may include obtaining a California driver's license, establishing a local bank account, registering to vote, and designating California as your permanent address on all school and employment records. The Statement of Legal Residence that you received along with your admission letter explains residency requirements in detail. Please direct specific questions regarding residency to the Office of the Registrar (805) 893-3033.

Email account

All graduate students at UCSB are assigned an email account and receive official mail from the university to this account. To set up your account, please consult the Umail web page at www.umail.ucsb.edu for detailed instructions about setting up your account. Be sure to have your perm number and PIN handy and it can be completed online. Upon getting an account, please let the Graduate Program Assistant know what it is right away so that they can add you to gssgrad, the German listserv for all graduate students.

Fellowships/scholarships

Students who receive centrally funded fellowships will have their tuition and health fees paid directly to their BARC accounts. Stipends are to be picked up from the Billing office each quarter, at SAASB 1212.

Each year in early March, all domestic students must submit the Free Application for Federal Student Aid (FAFSA) to apply for federal financial aid. This report should be turned in to the office, and will be used by the department for consideration of fee fellowships for the upcoming academic year.

For specific questions about your fellowship, please see the Graduate Program Assistant. For general information about centrally funded fellowships, please visit

<http://www.graddiv.ucsb.edu/financial/>

TAs

Office Space: Students assigned as TAs for the Dept. of Germanic, Slavic and Semitic Studies are entitled to office space during the quarter when they will be working as TAs. The Graduate Program Assistant will set you up in your office.

Books: The course instructor for whom you will be TA-ing will distribute desk copies of the books you will use as a TA. Please be advised that TAs will not be reimbursed for purchasing such books.

Room Reservations: See previous page.

Evaluations: During the 9th week of classes, a packet of student evaluations is given to you to give to your students during class. They need to take a few minutes and fill them out and when they have been collected, a student must bring the packet back to the department. The instructor should not handle this packet again before grades are handed in.

Deferring your fees FEES ARE DUE SEPT 22 UNLESS YOU DEFER THEM

You can defer payment of your fees (for a \$25 fee) so that you pay them over the three months of the quarter, if you are employed on campus. Just ask the Graduate Program Assistant for a letter verifying employment, and take it to the Billing Office in SAASB before September 22. They can take it from there.

Coffee Contributions

If you would like to use the coffee facilities in our kitchen, we ask you provide \$5.00/month toward coffee, sugar, etc. Also, we have a nice refrigerator in the kitchen which you may store items. Please don't forget things you've put in there, and remember to keep the areas of the sink, etc. clean. Please clean and put away everything that you use!!

Phone/Copier/Fax Charges

You will be charged for all personal long distance phone calls, faxing and copying that you do. There are logs beside each area for you to record your name and the number you called, or number of copies made. You will be billed for these about every 2 months. It's a good idea to pay promptly, as we add the charges are forwarded each month and you may accumulate a very large bill.

Room Reservations

There are 3 rooms available on the 6th floor of Phelps for holding extra class or discussions. There are already courses scheduled on a daily basis, but you may reserve these rooms if needed by asking the Undergraduate Assistant in the main office.

Contact Information

The Graduate Program Assistant will be giving each student a list of departmental and general campus-wide contacts. Also available on the internet is the UCSB directory at http://www.ucsb.edu/dir_services.shtml.

Upcoming events

The department sponsors several lectures throughout the year and students are encouraged to attend. The Graduate Program Assistant will keep you advised of these events.

UCSB also sponsors a variety of events that are listed on the campus calendar of events at <http://www.ucsb.edu/events/index.shtml>.

Campus-wide Orientations

Incoming graduate students are encouraged to attend the many campus orientations scheduled for the week prior to the start of classes. Information about these events has been emailed to all new graduate students. If you have any questions, please see the Graduate Program Assistant.

Who's Who in our Office:

Our **Undergraduate Advisor** primarily assists the undergraduates in the program, but is available for other general inquiries you may have.

The **Graduate Program Assistant** will work with you on any administrative questions you may have pertaining to completing your coursework.

The program's **Business Officer** will assist you with business and payroll matters within the program.

Don't be shy, just drop by!